

## Approval Chart - EPA Non-Faculty Salary Actions - Rules for FY 2017-2018

		Chancellor or designee	Board of Trustees (BOT)	Office of the President	Board of Governors (BOG)
Action Type	Percentage				
Internal Competitive Event (1a) <i>Univers</i>	Less than or equal to 20% and 15,000	Y	N	N	N
Internal Competitive Event (1a)	Greater than 20% and 15,000	Y	Y	Y	N
Internal Competitive Event (1a)	Greater than 25% and \$25,000	Y	Y	Y	Y
External Competitive Event (1b)	Less than or equal to 20% and 15,000	Y	N	N	N
External Competitive Event (1b)	Greater than 20% and 15,000	Y	Y	Y	N
External Competitive Event (1b)	Greater than 25% and 25,000	Y	Y	Y	N
Increase in job duties or responsibilities; includes reallocation or reclassification of job (2a)	Less than or equal to 20% and 15,000	Y	N	N	N
Increase in job duties or responsibilities; includes reallocation or reclassification of job (2a)	Greater than 20% and 15,000	Y	Y	Y	N
Increase in job duties or responsibilities; includes reallocation or reclassification of job (2a)	Greater than 25% and 25,000	Y	Y	Y	Y
Salary Supplement <b>with no</b> specific end date (2b)	Less than or equal to 20% and 15,000	Y	N	N	N
Salary Supplement <b>with no</b> specific end date (2b)	Less than or equal to 25% and 25,000	Y	Y	Y	N
Salary Supplement <b>with no</b> specific end date (2b)	Greater than 25% and 25,000	Y	Y	Y	Y
Salary Supplement <b>with</b> a specific end date (2b)	Less than or equal to 25% and 25,000	Y	N	N	N
Salary Supplement <b>with</b> a specific end date (2b)	Less than or equal to 30% and does <b>not</b> exceed 13 months in duration	Y	Y	Y	N
Salary Supplement <b>with</b> a specific end date (2b)	Greater than 30% and exceeds 13 months in duration	Y	Y	Y	Y
Retention (3)	Less than or equal to 20% and 15,000	Y	N	N	N
Retention (3)	Less than or equal to 30% and \$25,000	Y	Y	Y	N
Retention (3)	Greater than 30%	Y	Y	Y	Y
Equity (12)	Less than or equal to 20% and 15,000	Y	N	N	N
Equity (12)	Greater than 20% and 15,000	Y	Y	Y	N
Equity (12)	Greater than 25% and \$25,000	Y	Y	Y	Y

Labor Market (12)	Less than or equal to 20% and 15,000	Y	N	N	N
Labor Market (12)	Greater than 20% and 15,000	Y	Y	Y	N
Labor Market (12)	Greater than 25% and \$25,000	Y	Y	Y	Y

**New Special Provisions of the Current Operations Act of 2017**

Section 35.24 of the Current Operations Appropriations Act of 2017 sets forth new requirements for the University to report to and consult with the Board of Governors regarding certain human resources salary and position actions.

Action	Percentage	Salary	P&T Review/Consultation Required
Salary Increase (any reason)	Less than 5%	Less than \$100,000	No
Salary increase (any reason)	5% or greater	Less than \$100,000	No
Salary increase (any reason)	5% or greater	\$100,000 or Greater	YES
New position	N/A	Less than \$70,000	NO
New position	N/A	\$70,000 or greater	YES

*\* Includes Supplementals*

*Examples:*

- 1) Employee's total salary is \$80,000 and receives 20% (\$16,000) increase. Only Chancellor approval required
- 2) Employee's total salary is \$80,000 and receives 21% (\$16,000) increase. Chancellor and President approval required
- 3) Employee's total salary is \$80,000 and receives 25% (\$20,000) increase. Chancellor, President, BOT and **P&T approval required**
- 4) Employee's total salary is \$80,000 and receives 31% (\$25,600) increase. Chancellor, President, BOT, BOG and **P&T approval required**
- 5) Employee's total salary is \$100,000 and receives 4.9% (\$4,900) increase. Only Chancellor approval required
- 6) Employee's total salary is \$100,000 and receives 5% (\$5,000) increase. Chancellor and **P&T approval required**
- 7) Employee's total salary is \$100,000 and receives 15% (\$15,000) increase. Chancellor and **P&T approval required**
- 8) Employee's total salary is \$100,000 and receives 21% (\$21,000) increase. Chancellor, President, BOT, BOG and **P&T approval required**

Notes:

*Budgeted salary should be included in the comments section of the ePar when the initiating the new position action in ConnectCarolina. EPars that do not include the budgeted salary should be recycled UNLESS the position is in a job family where the maximum salary is less than \$70,000.*

*Keep in mind that positions that positions in the functional areas of communications/marketing, finance, human resources, information technology and research administration and in Carolina Service Phase I units require approval by the ELC before moving forward for P&T consultation.*